

DOJ or NCIC Hit On Motorcycle Records

Effective: Immediately

New Information

New inquiry procedures for processing original **motorcycle** applications have been developed.

Procedures

On the *HEADQUARTERS INQUIRY* screen, the technician must key the motorcycle vehicle identification number (VIN) **only** without keying the engine number and hit *ENTER*. If the **next** screen is:

- **NCIC RESPONSE:** Follow normal National Crime Information Center (NCIC) or Department of Justice (DOJ) procedures.
- **Not NCIC RESPONSE:** Fallback and enter the engine number.
- Continue processing the application as normal.

If the engine number is unknown at the time the application is keyed:

- **Do not** key unknown, 99999, etc. for the engine number.
- Key the **VIN** in the engine number field.
- **Do not** clear the application. Return the application on a report of deposit of fees (RDF) and request a Verification of Vehicle (REG 31) form and key: “actual engine number required.”

IMPORTANT: When the application is returned, key the actual engine number from the REG 31.

Background

New procedures for performing NCIC database inquiry checks for original motorcycle registrations have been developed to ensure consistent processing.

Distribution

Notification that this memo is available online, at www.dmv.ca.gov under Publications was made via California DMV's Automated E-mail Alert System in September 2014.

Contact

Call the DMV Customer Communications Section, at (916) 657-6560 for further clarification of this memo. Upon request, this document can be produced in Braille or large print.



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